



Children's Trust Fund  
Protecting Michigan's Children

6<sup>th</sup> Annual "Cherish the Children"  
Signature Event

Thursday, September 25, 2008

In support of the Michigan Children's Trust Fund

Kellogg Hotel & Conference Center

(on the campus of MSU, East Lansing)

5:00 p.m. Doors Open

**Volunteer Application**

(Please print clearly or type)

Name \_\_\_\_\_

Agency/Affiliation \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Phone H \_\_\_\_\_ W \_\_\_\_\_ Fax \_\_\_\_\_

Email (required) \_\_\_\_\_

Have you volunteered for this event before? ☐ yes ☐ no If yes, what year? \_\_\_\_\_  
If yes, in what capacity? \_\_\_\_\_

**Volunteers will work in teams at the event. Please indicate your first and second team choice, from the list below. Each team will have a team leader. The team leader will take lead at the event to ensure the responsibilities of their team are met. You will be notified of your team leader prior to the event.**

*Indicate your first and second team choice from the following:*

**Pre-event Team:** Pre-event volunteers will work at the Kellogg Center the day of the event, between 9:00am–2:00pm. You may choose what time works best for you. Tasks include, packaging auction items, preparing gift certificates, etc. Please indicate the time you are available and you will be contacted to arrange this volunteer opportunity.

Times: ☐ 9:00 – 11:00 ☐ 11:00 – 2:00

*Continue to indicate your first and second team choice from the following:*

- ☐ **Site Set-up Team:** This team will be responsible for displaying auction items on-site, including bid sheets, pens, signs throughout the property, and any additional site set-up needs as determined. This team will be required to be at the Kellogg Center from 2:30 to 4:30.
- ☐ **Greet & Escort Team:** This team will greet guests as they arrive and escort them to the check-in area. The primary responsibility of this team, while escorting guests, will be to review “the flow of the auction”. This will include: guest check-in/out, gift distribution, the location of restrooms, coat racks, food stations, bars, etc. A “flow of the auction” will be provided prior to event.
- ☐ **Check IN/OUT Team:** This team will check guests in and out. Must be comfortable handling money, credit card information, etc. and working under pressure. This team will record the winning bid # on bidder records and print receipts.
- ☐ **Guest Services Team:** This team will assist guests in locating their assigned table. After guests are seated, members of this team will float throughout the event to answer questions, provide guest services, and assist event coordinator and the CTF staff as needed.
- ☐ **Live Auction Team:** This team will transport auction items to the Gift Distribution area. This team will assist in Live Auction, as needed; running bid #'s to check In/Out station.
- ☐ **Gift Distribution Team:** This team will sort auction items, delivered by the Live Auction Team, and prepare for gift pick-up. This team will package gifts and assure that the correct items are given to the winning bidder. Prior to guests picking up their auction items, this team will assist Live Auction Team as needed.
- ☐ **Event Closure Team:** This team will assist guests in carrying auction items to their cars, as needed. This team will assist in whatever is necessary in bringing closure to the evening.

Your willingness to volunteer for the 6<sup>th</sup> Annual “Cherish the Children” Signature Event is greatly appreciated....your time and energy is truly a gift to Michigan’s children and families!

Thank you for returning the Volunteer Application by **September 2, 2008**

**Return to:**  
**Children’s Trust Fund, 235 S. Grand Ave., Ste. 1411, Lansing, MI 48933**  
**Fax: (517) 241-7038**  
**Phone: 1-800-CHILDREN or (517) 373-4320**

**Visit [www.michigan.gov/ctf](http://www.michigan.gov/ctf)**